

CHIEF PROCUREMENT OFFICER
Job Type: Exempt

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

The Illinois Department of Transportation seeks a highly experienced leader to manage and authorize procurement activity as set forth in the Illinois Procurement Code (30 ILCS 500 et seq.) for the following area:

Procurement for all construction, construction-related services, operation of any facility and the provision of any service or activity committed by law to the jurisdiction or responsibility of the Illinois Department of Transportation, including the direct or reimbursable expenditure of all federal funds for which the Department of Transportation is responsible or accountable for the use thereof in accordance with federal law, regulation or procedure.

Key Responsibilities

Ensure procurement practices are conducted in an ethical and economically efficient manner.

Appoint State Purchasing Officers to function with delegated procurement authority and supervise that authority.

Develop procurement rules and procedures in accordance with the Code.

Communicate with the public, vendors, governmental units, public institutions of higher education, and State officials in public meetings, hearings and other matters associated with procurement activities.

Cooperate with the other State CPOs, as necessary, in the development of procedures to ensure uniformity, economy and efficiency in procurement practices where warranted.

Ensure coordination of procurement activities such as diversity and green programs.

MINIMUM REQUIREMENTS

Required Qualifications

Bachelor's degree from an accredited institution with sufficient business-related academic preparation and advanced degree, MBA, MPA, PhD, or JD is preferred.

Minimum ten years of procurement related experience with at least 5 years of senior level supervision of procurement operations and 5 years of public sector (State, federal, or local) experience. The construction-related CPO must have significant experience in construction.

Demonstrated qualifications to test as a CPPB (schedule C or D) or CPPO (schedule B or C) so that certification could be obtained within 12 months of appointment. Certification is required within 12 months of appointment in order to retain the CPO position.

Knowledge of State and/or federal procurement and procurement-related laws, rules and procedures.

Superior organization and managerial skills; a dynamic, collegial, consensus building leadership style; strong negotiation skills; the ability to adapt and continuously improve the effectiveness of procurement procedures.

Exceptional written and verbal communication skills.

WORK LOCATION

Conditions of Employment

Each Chief Procurement Officer serves for a term of five years and is subject to Senate confirmation.

Position will be located in Springfield, Illinois, with some travel, primarily to Chicago, Illinois.

Salary is commensurate with qualifications and experience.

HOW TO APPLY

For full consideration, a letter of interest, salary history, current CPPB/CPPO testing status, contact information for five professional references and a current resume should be directed by March 31, 2015 to:

Contact Name: Dianna Taylor

Contact Phone: 217-782-4665

Contact Email: Dianna.Taylor@illinois.gov